

Executive Registry

4-4646

Security Information

25X1A

FROM: Assistant Director, Office of
Scientific Intelligence

SUBJECT: Abolition of Rotation Loan Slots and Estab-
lishment of Career Development Slots

REFERENCE: Staff Study "Career Development Slots", dated
26 July 1953 (attached)

1. Pursuant to the Director's approval of the attached Staff Study, all Rotation Loan Slots are being withdrawn from the Offices to which they have been assigned. Therefore, it will be necessary to reassign [REDACTED] who currently occupies a Rotation Loan Slot in your organization.

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2. The Director has also approved a pool of fifty Career Development Slots for allotment by the CIA Career Service Board to accommodate individual career development actions as appropriate.

3. It is requested that you review [REDACTED] present situation, giving consideration to the principles in the attached Staff Study. A request for the allotment of a Career Development Slot to accommodate [REDACTED] must be made if his reassignment to a Career Development Slot is desired.

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4. Such a request should be addressed to the CIA Career Service Board and be forwarded through this Office. The request should be prepared to meet the following requirements which apply to all requests for the allocation of Career Development Slots. In each case the request should include:

a. A statement of the individual's career plan as approved by his Component Career Service Board.

b. A description of the nature and duration of the specific development action proposed as it relates to the individual's career plan. Any prior approval of the action which may have been given by the Director of Training, or the Assistant Director (Personnel) should be indicated.

IOB NO. [REDACTED] FILE NO. [REDACTED] DOC. NO. 14 NO CHANGE
IN CLASS [REDACTED] CHANGED TO: IS E C REF. JUST 22
NEXT REVIEW DATE 10/15/54
NO. PGS. 4
REV CLASS S
AUTH: HR 703
ORG COMP 32 OF 32 ORG CLASS S

c. The specific assignment which is planned for the individual upon completion of the proposed development action.

d. A justification of the necessity of accomplishing the proposed development action through the use of a Career Development Slot rather than through some other administrative device.

e. Signature lines should be provided at the bottom of the request to record the concurrences of both the Director of Training and the Assistant Director (Personnel).

5. This Office and the Office of Training together will review the requests, if submitted, and recommend to the CIA Career Service Board the allotment of a Career Development Slot as appropriate.

6. If the CIA Career Service Board does not allot a Career Development Slot to accommodate [REDACTED], he will have to be reassigned to another established T/O slot by 31 August 1953.

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[REDACTED]
Personnel Director

PRIS/P:JJC:vcd

Distribution:

- Original & 1 - Addressee
- 1 - Director of Training
- 1 - OPD chrono
- 1 - Secretariat PRIS
- 2 - PRIS

4-4646

MEMORANDUM FOR: Assistant Director for Research & Reports

SUBJECT: Abolition of Rotation Loan Slots and Establishment of Career Development Slots

REFERENCE: Staff Study "Career Development Slots", dated 25 July 1953 (attached)

1. Pursuant to the Director's approval of the attached Staff Study, all Rotation Loan Slots are being withdrawn from the Offices to which they have been assigned. Therefore, it will be necessary to reassign the following individuals who currently occupy Rotation Loan Slots in your organization:



25X1A

2. The Director has also approved a pool of fifty Career Development Slots for allotment by the CIA Career Service Board to accommodate individual career development actions as appropriate.

3. It is requested that you review the present situations of the individuals listed in 1. above, giving consideration to the principles in the attached Staff Study. A request for the allotment of a Career Development Slot must be made in each case if the individual's reassignment to a Career Development Slot is desired.

b. Each such request should be addressed to the CIA Career Service Board and be forwarded through this Office. Each request should be prepared to meet the following requirements which apply to all requests for the allocation of Career Development Slots. In each case the request should include:

a. A statement of the individual's career plan as approved by his Component Career Service Board.

b. A description of the nature and duration of the specific development action proposed as it relates to the individual's career plan. Any prior approval of the action

which may have been given by the Director of Training or the Assistant Director (Personnel) should be indicated.

c. The specific assignment which is planned for the individual upon completion of the proposed development action.

d. A justification of the necessity of accomplishing the proposed development action through the use of a Career Development Slot rather than through some other administrative device.

e. Signature lines should be provided at the bottom of the request to record the concurrences of both the Director of Training and the Assistant Director (Personnel).

5. This Office and the Office of Training together will review the requests, if submitted, and recommend to the CIA Career Service Board the allotment of a Career Development Slot as appropriate.

6. If the CIA Career Service Board does not allot a Career Development Slot to accommodate an individual listed in paragraph 1, that individual will have to be reassigned to another established T/O slot by 31 August 1953.


PERSONNEL DIRECTOR

PRIS: [REDACTED] :vod

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Distribution:

- Original & 1 - Addressee
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- 1 - Secretariat, PRIS
- 2 - PRIS

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